Benefits of the Docufide® by Parchment™ e-Transcript Service

Current Process	E-Transcript Process	E-Transcript Benefits
Your school administrator is notified by the student that the student needs a transcript sent to various colleges or third parties.	The system notifies the administrator (via email) that the student needs a transcript sent.	Eliminates the need for students to come into the office or contact the school administrator and fill out paper forms. The system is accessible for students, parents and alumni to place transcript requests online 24 hours a day/7 days a week, so last minute requests can be reduced.
Your school administrator is contacted by colleges requesting student transcripts.	Transcript requests are only made by the student from his/her secure Parchment account.	Reduces erroneous requests to send transcripts and violate FERPA.
The administrator keeps track of the request, including when the transcript is to be sent.	The system keeps track of the request, including when the transcript is to be sent (e.g., after final grades, after test scores).	Reduces staff FTE needed to track requests and the need for manual tracking.
The administrator retrieves the stored addresses for all destinations the transcript is being sent to.	The system has the up-to-date information and takes care of the sending for you.	The school administrator no longer needs to retrieve college addresses. Also, if the administrator wishes to contact someone from the college office, the system maintains that contact information with easy look-ups.
The administrator collects letters of recommendation and additional information to complete the transcript request.	Letters of recommendation and other documentation can be uploaded to the system, and is stored for future use with easy retrieval.	Reduces staff FTE needed to process paper-based transcripts and increases the amount of time staff can devote to other students' needs.
The transcript does not include the Unique Identification Code (UIC).	Parchment transcripts include the UIC.	Carries the UIC forward ensuring the educational record remains connected. This increases the credit a high school gets for sending students to a postsecondary institution. This also reduces staff FTE needed to link UICs, resulting from a newly created UIC by a postsecondary institution.
The transcripts are copied, assembled and mailed to the colleges.	The student only needs to make one transcript request. The school administrator process one request and the system takes care of the multiple destinations.	Reduces staff FTE needed to process multiple transcript requests.
The transcript is delivered by U.S. mail.	Transcripts and other admissions documents are delivered electronically and usually arrive the same day.	Eliminates the costs of paper, envelopes, stamps, toner and printer needs. Sending transcripts electronically can also help your school to go green. This process ensures faster delivery to Michigan and nationwide colleges and scholarship programs.
The student is notified by the school administrator that the transcript request is complete.	The system sends automated notifications to the student via email when transcripts are processed and received.	Reduces student calls and emails inquiring the status of their transcript request.

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The school administrator compiles all paper-based transcript request data into a summary report.	The system has real-time reports that the school administrator can run based on searchable parameters (e.g., student name, destination, number of transcripts and date sent) and can export the data into Excel.	Comprehensive reporting built into the system to provide timely and accurate transcript data for your school to board members and other reporting needs.
The receiving destination opens, scans, copies, locates the admissions application, circulates and files the transcript and other admissions documents.	The system sends transcripts electronically, in which the receiving institution can download in batch files and save in one place for easy access and sharing.	Timely handling of transcripts and other admissions documents. Legible copies of transcripts are created and can be read and shared by staff.
The receiving destination reviews the transcripts and searches for the pertinent information.	The system sends transcripts electronically in a standard format, in which the name, birth date, UIC, etc. are always in the same place.	Eases the review process by providing a standard appearance to the transcript.
The school administrator receives a secondary school report (SSR)/guidance counselor page to fill out to accompany the transcript.	The system enables colleges to configure their paper-based SSR electronically into an eSSR. The eSSR request is sent to the administrator via email and data from previous eSSRs for that student are saved and can be updated, or sent as-is if no updates are needed.	Reduces staff FTE needed to process multiple eSSR requests.